

28. Training

28.1 Summary

The Training screen (Figure 28.1) contains four (4) fields. Two of the fields are automatically populated. The other two are for recording the number of courses listed and the number of courses completed.

For instructions on entering data, see Section 8. For information on the Menu Bar and the Tool Bar, see Sections 5.3 and 5.4. Section 9 explains how to exit.

28.2 Training Screen

	Listed	Completed
Courses	28.2.1.1	28.2.1.2

Figure 28.1 Training Screen

Note: Numbers in data boxes indicate corresponding section numbers.

28.2.1 Fields for Training Screen

The number in parentheses at the end of each field description refers to the corresponding section number in the *DCMC Metrics Guidebook*.

28.2.1.1 Courses Listed

Enter the total quantity of courses listed on the individual development plans of all employees on-board at the contract administration office at the end of the report period. (1.1.7a)

28.2.1.2 Courses Completed

Enter the total quantity of courses listed on the individual development plans of all employees on-board at the contract administration office that were completed at the end of the report period. (1.1.7b)